



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

Project Management Specialist
(Field Position)

SOLICITATION No.	11-009
OPENING DATE:	March 8, 2011
CLOSING DATE:	March 29, 2011
MARKET VALUE:	FSN-10 (USD 36,072 – USD 54,108, basic salary p.a.)

POSITION GRADE: Full performance grade level for this position is: FSN-10. A training grade level, below FSN-10, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION OF POSITION:

The Development Project Management Specialist (DPMS) is a member of the professional staff of a USAID/Iraq technical office, but is ordinarily stationed within one of the provinces of Iraq outside of Baghdad. The DPMS has responsibility for providing oversight and guidance to USAID's development projects throughout Iraq, under the instruction of one or more USAID/Iraq project management officers in Baghdad.

For each assigned activity, the incumbent will provide pertinent expert advice to management within USAID, as well as governmental and nongovernmental organizations. The incumbent will represent USAID, its activities and programs to provincial counterparts in government (up to and including governorate levels) and within the private sector, civil society, and donor communities. Work includes a variety of complex reporting, contact, monitoring, and analytical duties, and project coordination with team leaders, other USAID/Iraq technical offices, and host-country nongovernmental counterparts.

DETAILED DUTIES AND RESPONSIBILITIES

1. Project Technical Guidance	35%
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The incumbent directly oversees activities from the assigned technical office for a defined geographic area. The incumbent conveys and interprets technical direction to assigned project staff, and proposes solutions to problems that may be encountered during implementation. The incumbent analyzes and reports on the extent to which assigned projects remain focused on intended results, as well as the extent to which they pursue the most effective methodology for project implementation.

The incumbent monitors, analyzes and reports on broader social, economic, and political developments in Iraq that are relevant to assigned projects. This includes government policies, laws and regulations as well as economic trends, and emerging impediments to development. The incumbent is responsible for maintaining, updating and expanding data sets and documents that assist with analysis of issues within Iraq that are pertinent to project implementation. The incumbent organizes field trips, conferences, and seminars to ensure maximum exposure to emerging trends and various points of view. The incumbent conducts independent assessments and prepares technical and policy analyses for written reports and oral presentations that evaluate broad sector issues, documenting relevant opinions and points of view for use in presentations to senior decision makers and for incorporation into USAID documents.

The incumbent assists with the oversight of projects and strategies within the assigned technical office and within the USAID/Iraq Mission as a whole, by providing oral and written technical input and guidance related to the implementation of specific projects or to the success of broader programs.

2. Program Monitoring and Evaluation

35%

The incumbent provides advice on administrative approvals, prepares authorizations for signature of Mission officials, and provides guidance to implementers on USAID reporting and administrative requirements. The incumbent works with project managers in Baghdad to ensure that project implementers prepare reporting documents and requests according to USAID guidelines, contract requirements and project needs. The incumbent collects and transmits data for financial worksheets in order to effectively monitor financial expenditures and spending rates, and analyzes whether money is disbursed effectively and within budget constraints.

The incumbent analyzes and furnishes data for program monitoring plans designed to ensure effective oversight and management of assigned project activities. The incumbent ensures that performance-monitoring systems are in place, and that periodic, reliable measures and indicators of portfolio impact are collected. The incumbent is responsible for ensuring that data are accurately reported and current. The incumbent assesses progress in achieving results for assigned activities, is responsible for determining when projects are underperforming, makes recommendations regarding corrective action, and provides written activity status reports to project managers in Baghdad. The incumbent continually strives to enhance the achievement of results by periodically reviewing the development context, results indicators, and activity implementation progress with the aim of identifying emerging problem areas and new priorities, and making adjustments.

3. Counterpart Outreach and Coordination

25%

The incumbent independently cultivates and maintains contacts with host-government officials up to and including the provincial level, as well as with leaders within the private sector and civil society, through dialogue and participation in meetings, seminars, receptions, and similar activities. The incumbent utilizes these contacts to advocate for the adoption of policies and laws conducive to project success, and to maintain an understanding of related key issues. The incumbent interacts with other donor agencies and government officials in a similar fashion to explain program objectives and to coordinate activities. The incumbent maintains project documents and files related to other donor activities, indicating their focus and implementation time frame. The incumbent works with other USAID technical offices to identify linkages and to propose methods by which mutually beneficial activities might be developed.

4. Other

5%

The incumbent will perform other duties as assigned or required.

MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

a. Education: Completion of education resulting in an undergraduate degree in engineering, agriculture, range management, health, education, business, government, law, a similar field or the local equivalent is required. Additional professional certifications and employment at a managerial level requiring professional competencies (e.g. proprietor of a business, farm, or social organization) will be viewed favorably.

b. Experience: Minimum of 5 years of progressively responsible, professional-level experience in business, management, technical consulting, public administration, or equivalent.

c. Language Proficiency: Arabic native speaking, reading, and writing (Level IV) is required. English advanced professional speaking, reading, and writing (Level III) is required. Ability to speak in Kurdish is highly desirable.

d. Knowledge: Professional knowledge of the function of economies, markets, legal systems, governments or equivalent is desirable.

e. Skills and Abilities: Strong organizational and administrative skills are required. The ability to present ideas and complex arguments, in writing and in oral presentations, in a logical and persuasive manner, is required. Ability to work effectively in a team environment is required. Strong computer skills for written document preparation (e.g. Microsoft Word) are required. Strong computer skills for other types of presentations (e.g. Microsoft Powerpoint, Excel) are desirable.

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

- Most current Curriculum vitae or resume;
- Complete and hand-signed federal form OF-612 which is available at the USAID websites, www.usaid.gov/forms/, or at Federal offices;
- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov
www.usaid.gov/iraq/employment.html